

Keyboarding Instruction Booklet



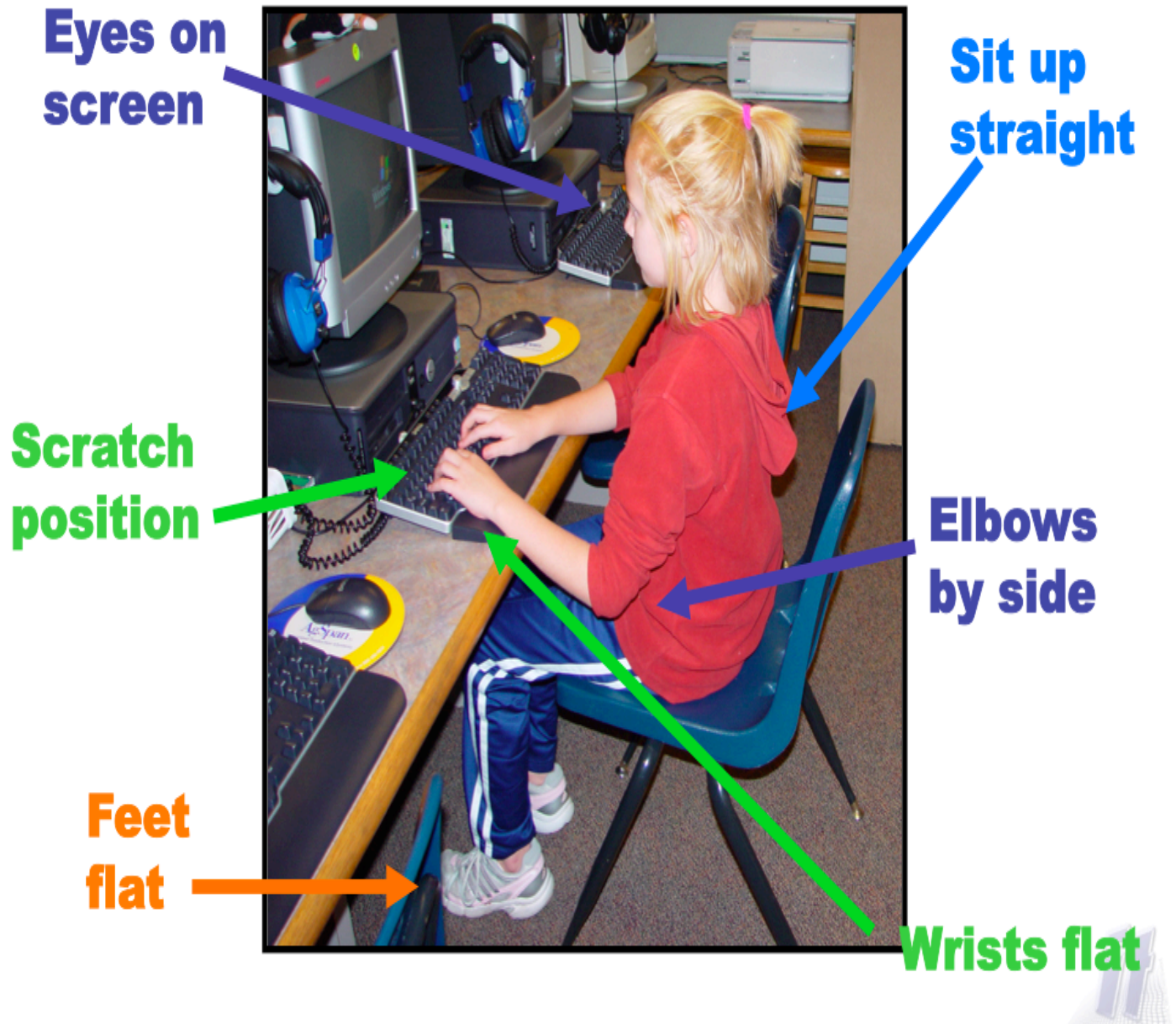
Lumen Christi Catholic School

Spring, 2010



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

KEYBOARDING TECHNIQUE



Keyboard with Home Row position for hands.

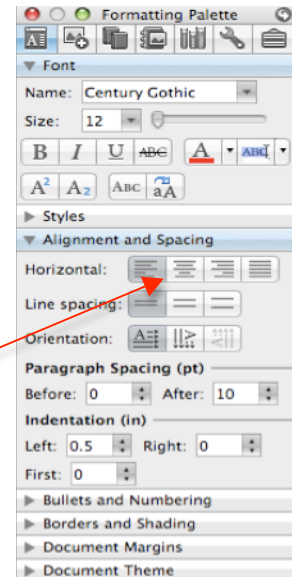


Lesson 1:



asdf jkl; (homerow)

- Tool bars: **standard**, **formatting** and **formatting palette**
- Highlighting text
- Centering text



Step 1

Practice Typing **Lesson 1** at: **Sense-lang typing site**

Step 2 (type the following 5 lines in the **Lesson 1** section of your Keyboarding Booklet):

asdf jkl; asdf jkl; asdf jkl; sad sad (tap return key after each line)

asdf jkl; asdf jkl; asdf jkl; dad dad

asd jkl; asdf jkl; asdf jkl; fad fad

;lkj fdsa ;lkj fdsa ;lkj fdsa lad lad

;lkj fdsa ;lkj fdsa ;lkj fdsa dad sad fad lad

Step 3

Highlight all text and use centering tool to center text
(review how clicking **once** on a word will highlight that word;
clicking **twice** will highlight that line; and clicking **three** times will
highlight the whole paragraph)

FINAL PRODUCT Lesson 1:

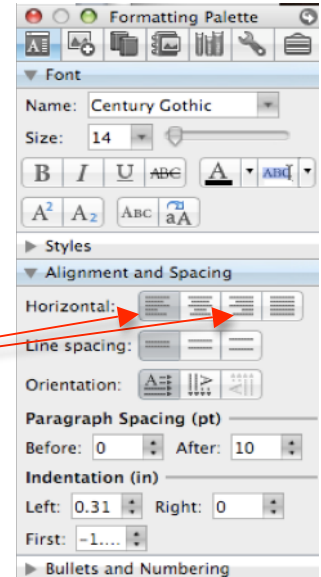
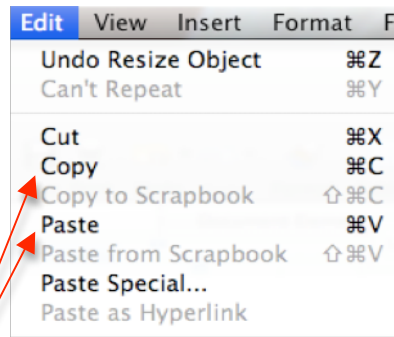
asdf jkl; asdf jkl; asdf jkl sad sad
asdf jkl; asdf jkl; asdf jkl; dad dad
asd jkl; asdf jkl; asdf jkl; fad fad
;lkj fdsa ;lkj fdsa ;lkj fdsa lad lad
;lkj fdsa ;lkj fdsa ;lkj fdsa dad sad fad lad

Lesson 2:



g h

- Highlighting text
- Copy and paste
- Left and right justification



Step 1 Practice Typing **Lesson 2** at
Sense-lang typing site

Step 2: (type the following 5
lines in the **Lesson 2 section** of your Keyboarding Booklet):

asdfghjkl; asdfghjkl; asdfghjkl; asdfghjkl;
fghj fghj fghj fghj fghj fghj fghj fghj fghj
asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg hjkl;
gas gag hag jag lag dad sad lad fad
gas gag hag jag lag dad sad lad fad

Step 3:

- **Highlight** all text and select the “**right justification**” tool.
- **Highlight** all text again and choose “**copy**” under the Edit menu bar item. “**Paste**” the text under the first section.
- This time **Highlight** the second section **ONLY** and select the “**left justification**” tool.

Final Product Lesson 2:

Asdfghjkl; asdfghjkl; asdfghjkl; asdfghjkl;

Fghj fghj fghj fghj fghj fghj fghj fghj fghj

Asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg hjkl;

Gas gag hag jag lag dad sad lad fad

Gas gag hag jag lag dad sad lad fad

Asdfghjkl; asdfghjkl; asdfghjkl; asdfghjkl;

Fghj fghj fghj fghj fghj fghj fghj fghj fghj

Asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg hjkl;

Gas gag hag jag lag dad sad lad fad

Gas gag hag jag lag dad sad lad fad

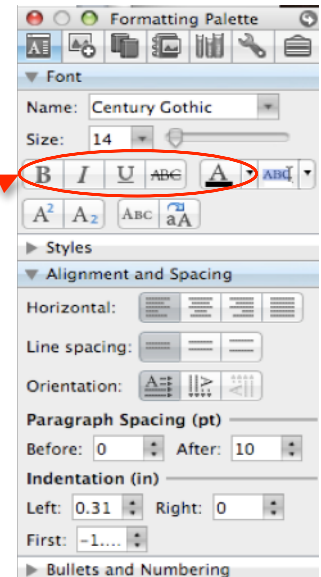
Lesson 3



r t y u



- Bold
- Italics
- Underline
- Change text color



Step 1: Practice Typing **Lesson 3** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 3 section** of your Keyboarding Booklet):

asdfg hjkl; asdfg hjkl; asdfg hjkl;
fgrt jhuy fgrt jhuy fgrt jhuy fgrt jhuy
rtuy rtuy rtuy rt uy rt uy rt uy rt uy
rat fat sat tar rat fat sat tar rat fat sat
jay hay jay hay jut jug jay hay jay jut

Step 3:

- **Highlight** the **first** line of text and select the **Bold** button
- **Highlight** the **second** line of text and select the **italic** button
- **Highlight** the **third** line of text and select the **underline** button and make it “**right justified**”
- **Highlight** the **4th and 5th** lines and change the **color** to **green**
- **Highlight** the **1st and 2nd** lines again and change the **color** to **blue**

Final Product Lesson 3:

Asdfg hjkl; asdfg hjkl; asdfg hjkl;

Fgrt jhuy fgrt jhuy fgrt jhuy fgrt jhuy

Rtuy rtuy rtuy rt uy rt uy rt uy rt uy rt uy

Rat fat sat tar rat fat sat tar rat fat sat

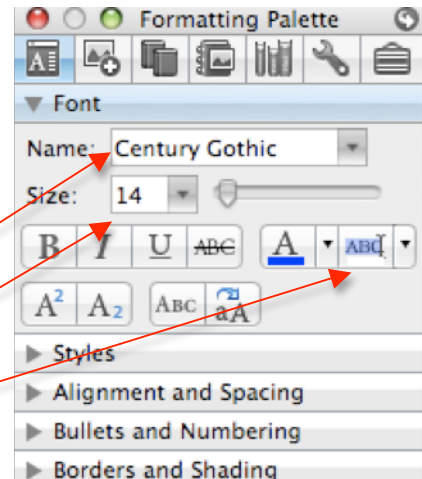
Jay hay jay hay jut jug jay hay jay jut

Lesson 4



q p

- Change text style
- Change text size
- Highlight text



Step 1: Practice Typing **Lesson 4** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 4 section** of your Keyboarding Booklet):

asdf jkl; asdf jkl; asdf gh gh g hjkl;
q p q p q p q p q p q p q p q
a q a q a q a q a q a q a q a q
; p ; p ; p ; p ; p ; p ; p ; p ; p ; p ;
a q a q ; p ; p a q a q ; p ; p a q a q ; p ; p

Step 3:

- **Highlight** the **first** line of text and change the style to **Arial** and size **20**
- **Highlight** the **second** line of text ; style to **American Typewriter** size **18**
- **Highlight** the **third** line of text ; style **Chalkboard** size **14**, color **red**
- **Highlight** the **4th** and **5th** lines of text; style **Curlz Mt** size **28**, highlight **yellow**

Final Product Lesson 4

asdf jkl; asdf jkl; asdf gh gh g hjkl;

q p q p q p q p q p q p q p q

a q a q a q a q a q a q a q a q

; p ; p ; p ; p ; p ; p ; p ; p ; p ; p ; p ;

q q q q ;p;p q q q q ;p;p q q q q ;p;p

Lesson 5:



Z , . (period), / (forward slash), ? , !



- Caps lock
- Shift Key
(every keyboard has two shift keys)



Step 1: Practice Typing **Lesson 5** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 5 section** of your Keyboarding Booklet):

(turn on cap locks) ASDFG HJKL; ASDFG HJKL; ASDFG HJKL;

DAD. SAD. HAD. LAD. FAD. RAD. JAR. TAR. QUP.

(turn **OFF** cap locks) Zap? Zat! Zap. Zay? Zat! Zap. Zup? Zud!

The lad had zap? The lad had sap. The lad had Gap!

A sad Fad had a glad Pad? A glad Fad had a sad Pad!

Step 3:

- **Highlight** the **1st** line of text; Justify **Left**, size 12
- **Highlight** the **2nd** line of text; Justify **Right**, size 16
- **Highlight** the **3rd** line of text; Center Justify, Style: **Ariel**, **red**
- **Highlight** the **4th** line of text; style: **chalkboard**; **green**
- **Highlight** the **5th** lines of text; style: **comic sans**; **blue**

Final Product Lesson 5:

ASDFG HJKL; ASDFG HJKL; ASDFG HJKL;

DAD. SAD. HAD. LAD. FAD. RAD. JAR. TAR. QUP.

Zap? Zat! Zap. Zay? Zat! Zap. Zup? Zud!

The lad had zap? The lad had sap. The lad had Gap!

A sad Fad had a glad Pad? A glad Fad had a sad Pad!

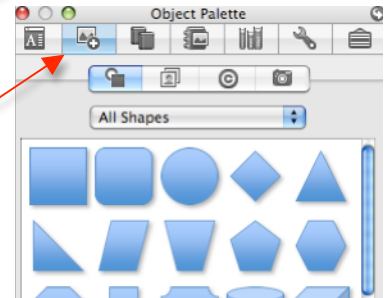
Lesson 6:



X and , (comma key)



- X and , (comma key)
- Object Palette for shapes and clip art



Step 1: Practice Typing **Lesson 6** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 6 section** of your Keyboarding Booklet):

ASDFG HJKL; ASDFG HJKL; ASDFG HJKL;

fax, pax, tax! sax, jax, ax, fax, pax, tax! sax, jax, ax

A fax had a dad a tad sad? A fax had a dad sad!

asdf, gh jkl; asdf gh jkl; ;lkj gh fdsa ;lkj gh fdsa !!??..

fax, pax, tax! sax, jax, ax, fax, pax, tax, sax, jax, ax

Step 3:

- **Highlight** the **1st** line of text; Justify **Left**, size 12
- **Highlight** the **2nd** line of text; Justify **Right**, size 16
- **Highlight** the **3rd** line of text; Center Justify, Style: **Ariel, red**
- **Highlight** the **4th** line of text; style: **chalkboard; green**
- **Highlight** the **5th** line of text; style: **comic sans; blue**
- **Insert two circles and three smiley faces** by selecting each item and then on your word document click and drag your mouse to create object. Keep your objects small.
- **Insert four different animal clip art objects** onto your page by selecting the object and then click and drag onto page.

Final Product Lesson 6:

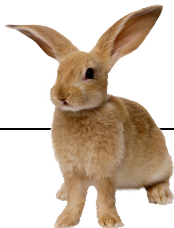
ASDFG HJKL; ASDFG HJKL; ASDFG HJKL;

DAD. SAD. HAD. LAD. FAD. RAD. JAR. TAR. QUP.

Zap? Zat! Zap. Zay? Zat! Zap. Zup? Zud!

The lad had zap? The lad had sap. The lad had Gap!

A sad Fad had a glad Pad? A glad Fad had a sad Pad!



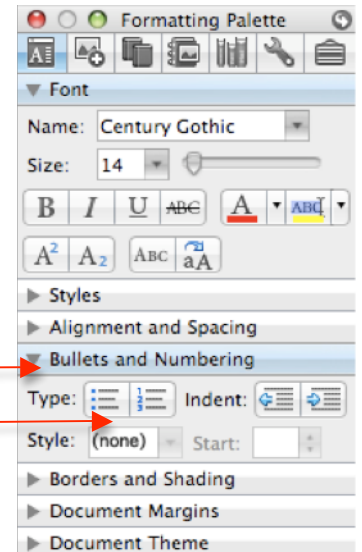
Lesson 7:



w, e, i, o



- tab
- bullets
- numbering text



Step 1: Practice Typing **Lesson 7** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 7 section** of your Keyboarding Booklet):

asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl;

weio weio weio weio weio oiew oiew oiew oiew

owls wells we are it is owls wells we are it is we are

We all look at the star! The star is yellow. It is pretty!

The girl is happy. She is at a party. The girl is glad! It is good.

Step 3:

- **Highlight** the **1st** line of text; Justify **right**, size **18**; **comic sans**, **red**
- **Highlight** the **2nd** line of text; Justify **left**, size **18**; **comic sans**, **red**
- **Highlight** the **3rd** line of text; **Center** size **18**; **comic sans**, **red**
- **Highlight** the **4th** line of text; style: **Center** size **18**; **comic sans**, **blue**
- **Highlight** the **5th** lines of text; **Center** size **18**; **comic sans**, **blue**
- **Type in these words tapping the return key after each:**

Yellow
Happy
Star
girl

- **Highlight them and select the 'bullet' button**

Final Product Lesson 7:

asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl;

weio weio weio weio weio oiew oiew oiew oiew

owls wells we are it is owls wells we are it is we are

We all look at the star! The star is yellow. It is pretty!

The girl is happy. She is at a party. The girl is glad! It is good.

- Yellow
- Happy
- Star
- Girl
- Pretty

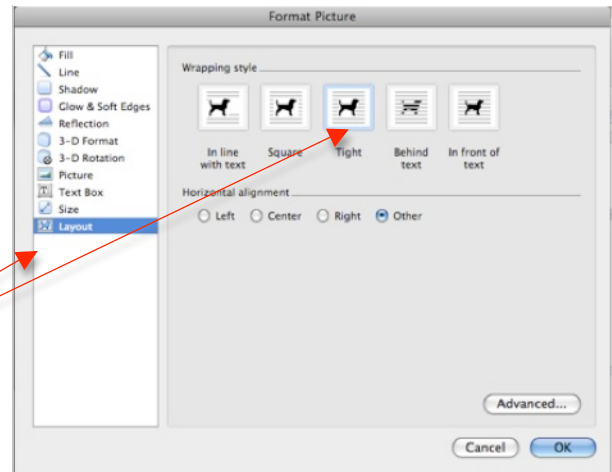
Lesson 8:



x , c , m , n



- Insert a picture



Step 1: Practice Typing **Lesson 8** at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 8** section of your Keyboarding Booklet):

asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl;

sx sx sx sx sx jm jm jm jm jn jn jn jn dc dc dc dc dc

sxdc sxdc sxdc jnm jnm jnm sxdc sxdc jnm jnm

sax jam man can fan fax max tax sax can jam

Can my fax jam my sax? Max my fax to jam my sax.

Step 3:

- **Highlight** the **1st** line of text; Justify **left**, size **20**; **Italic**, **Ariel**, **blue**
- **Highlight** the **2nd** line of text; Justify **left**, size **20**; **Italic**, **Ariel**, **blue**
- **Highlight** the **3rd** line of text; Justify **left**, size **20**; **Italic**, **Ariel**, **blue**
- **Highlight** the **4th** line of text; style: Justify **left**, size; **Italic**, **Ariel**, **blue**
- **Highlight** the **5th** lines of text; Justify **left**, size **20**; **Italic**, **Ariel**, **blue**
- Get a picture on your desktop from the shared folder: "Keyboarding Pics"
- Drag picture into Word Document. Double click it.
- To move it: in the "Format Picture" window, choose: **Layout** and then, **Tight**. Click OK

Final Product Lesson 8:

asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl;

sx sx sx sx sx jm jm jm jm jn jn jn jn dc dc dc dc dc

sxdc sxdc sxdc jnm jnm jnm sxdc sxdc jnm jnm

sax jam man can fan fax max tax sax can jam

Can my fax jam my sax? Max my fax to jam my sax!



Lesson 9:



Review of all letters

Find image at site and insert into Word document



Step 1: Practice Typing **Lesson 9** at:
Sense-lang typing site

Step 2: (type the following 5 lines in the **Lesson 9 section** of your Keyboarding Booklet):

Hail Mary

Hail Mary, full of grace, the Lord is with you.

Blessed are you among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners now and at the hour of our death.

Amen.

Step 3:

- **Format this prayer by changing the text style and size.**
- **Make the title, "Hail Mary" bold and centered**
- **Center the lines or keep it left-justified**
- **Add a picture of Mary – get it at the Clip-Art site (<http://schools.clipart.com/>) This is a link on the school bookmarks webpage under 'reference'. Type "Mary" in the search box**
- **Drag the picture from the site onto your document or desktop or hold down the control key and click on the picture. Select "copy image."**
- **Paste image into Word or if you dragged it: double click and then choose, "layout" and "tight."**

Hail Mary

Hail Mary, full of grace, the Lord is with you.

Blessed are you among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners now and at the hour of our death.

Amen.



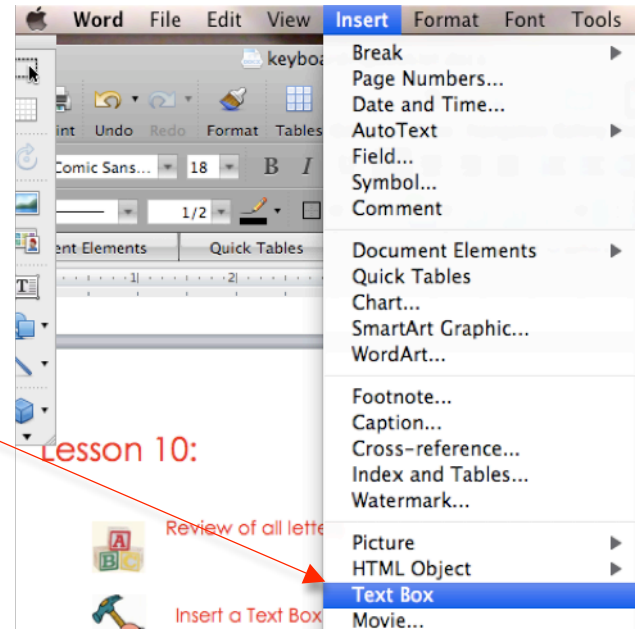
Lesson 10:



Review of all letters



Insert a Text Box



Step 1: Practice Typing Lesson 10 at: **Sense-lang typing site**

Step 2: (type the following 5 lines in the **Lesson 10** section of your Keyboarding Booklet):

Mary had a little lamb

Mary had a little lamb whose fleece was white as snow.

And everywhere that Mary went that Mary went that lamb was sure to go.

It followed her to school one day that was against the rule.

It made the children laugh and play to see a lamb in school.

Step 3:

- **Format this poem by changing the text style and size.**
- **Capitalize each letter of the title and make it bold and centered**
- **Center the lines or keep it left-justified**
- **Add a picture of a little girl or a lamb – get it at the Clip-Art site (<http://schools.clipart.com/>) This is a link on the school bookmarks webpage under 'reference'. Type "girl" or "lamb" in the search box**
- **Drag the picture from the site onto your document or desktop or hold down the control key and click on the picture. Select "copy image."**
- **Paste image into Word or if you dragged it: double click and then choose, "layout" and "tight."**
- **To get a text box: Click on 'Insert' on the menu bar and choose 'Text Box.' Click and drag a text box on your Word Document.**

Mary Had a Little Lamb

Mary had a little lamb whose fleece was white as snow.

And everywhere that Mary went that Mary went that
lamb was sure to go.

It followed her to school one day that was against the
rule.

It made the children laugh and play to see a lamb in
school.



I got this image from the Clipart.com
site:

[http://schools.clipart.com/search/index
?realign=&a=p&q=lamb&k_mode=all&k_
exc=&q_color=1&q_bw=1&q_jpeg=1&cid
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